

Commonwealth of Virginia Knowledge Center (COVKC)
Organizational Report (Online Content)

Step 1: Follow this trail: [Home](#) >> [Administration](#) >> [Reports Console](#)

Step 2: Type in Organization in the search text and hit search.

Reports Console

Manage and run standard reports. Create, manage and run custom reports, and import ad hoc reports (if the system contains this feature).

Search

Simple Search | [Advanced Search](#) | [Archived Scheduled Reports](#)

To perform a search, enter keywords in the Search Text field. Then make selections using the search criteria options, and click Search. Use the Advanced Search link to specific search criteria for your search.

Search Text: Create New Go

Search Type:

Search

Step 3: Choose Organization Report – Training Progress.

i ✓ **Organization Report - Training Progress**
The report enables Administrators and Organization Managers to view online course, classroom course,...

Step 4: Click on select.

Organization Report - Training Progress

No Rating Available

Locale : English (United States)

Select Schedule Report

Step 5: Click the plus sign beside the appropriate organization. For state it will be Department of Social Services and for local agencies it will be Department of Social Services – External.

☐ Dept of Social Services - External Entities

☐ Dept of Social Services - Office of Comprehensive Services (CSA)

☐ Dept of Social Services (765)

Step 6: If you are reporting for a local agency, click the plus sign beside the appropriate region for which you are pulling date.

☐ (CRTO) - Central Regional Training Office (RICHMOND, VA)

☐ (ERTO) - Eastern Regional Training Office (VIRGINIA BEACH, VA)

☐ (NRTO) - Northern Regional Training Office (WARRENTON, VA)

☐ (PRTO) - Piedmont Regional Training Office (ROANOKE, VA)

☐ (WRT0) - Western Regional Training Office (ABINGDON, VA)

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Step 7: Put a check in the box adjacent to the organization you are requesting.

☒ Northern-059 - Fairfax County

Step 8: Choose Online and the appropriate state and end date for the data you are requesting. Then click run report.

User Activity: Active
Progress Status:
Training Type:
☐ Certification
☐ Classroom
☐ Curriculums
☒ Online
☐ Test
Start Date: 10/1/2013 12:00 AM
End Date: 12/30/2013 Midnight
Records (per page): 100
Layout: Default
Run Report

Step 9: Once the report populates, you can export the report to excel.

Organization Report - Training Progress
[Print](#) | [Save New](#) | [View Layouts](#) | [Refresh](#) | [Close Window](#)
[Export to Excel](#)
[Export to PDF](#)
[Export to XML](#)
Selected Report Criteria
Report Date: Monday, December 30, 2013
Organization: Northern-059 - Fairfax County
Include Sub-Organizations?: No
User Activity: Active
Progress Status: Completed
Training Type: Online
Date Range: 10/1/2013 - 12/30/2013
Report Layout: Default
Report Results
Total Records: 1136
Total Users in Organization(s): 1002
Users with Progress Status: 623
Total Courses: 72